

### 2.4 BUILDING – CODE REVIEW

- 2.4.1 [DPW Checklist for Permits, Certifications and Approvals](#) (DPW form #330) supplements the Consultant Procedure Manual. The Code items on the Checklist are shown below. The Checklist lists each permit by agency and the phone number for the permit contact. The Consultant shall review each code requirement to determine if it is applicable to the project. Furthermore, the Consultant shall coordinate with the appropriate agency(ies), complete all necessary application forms, and submit the code permit(s), certificate(s), and/or approvals for the project.

For specific direction, regarding design and construction documents requirements, see the Department of Public Safety and the Department of Public Works specific items and associated instructions.

**.1 Building Information Form**

Data in the [Building Information Form](#) (DPW form #311) shall be included on the contract drawings. This form is available from your PM or the DPW web site.

**.2 Connecticut State Building Code**

Information pertaining to the current Connecticut State Building Code can be obtained from the Office of the State Building Inspector's web site.

<http://www.state.ct.us/dps/DFEBS/OSBI/TechServ/Codes.htm>

**.3 Connecticut Fire Safety Code & all other Fire Safety Regulations & Codes**

Information pertaining to the current Connecticut State Fire Code can be obtained from the Office of the State Marshal's web site.

<http://www.state.ct.us/dps/dfebs/OSFM/regs/regs.html>

**.4 Modifications to Code Requirements**

Forms and information pertaining to modification requests can be obtained from the Office of the State Building Inspector's web site for the following:

- Request for Modification Instruction Sheet
- Request for Modification of the State Building Code
- Request for Accessibility Exemption of the State Building Code
- Request for Approval for Inclined Stairway Chair Lifts, Vertical or Inclined Wheelchair Lifts and Limited Use, Limited Access Elevators (LULA)

<http://www.state.ct.us/dps/DFEBS/OSBI/TechServ/Bldgmod.htm>

**.5 Modifications to the Connecticut Fire Safety Code**

- Request for Modification/Relief of the Requirement of the Connecticut Fire Safety Code can be obtained from the Office of the State Fire Marshal's web site:

<http://www.state.ct.us/dps/DFEBS/OSFM/.htm>

**.6 Modification Request Procedure**

- .1 The requirements and procedures to request a modification to the current codes are as follows: The need for modification(s) to the appropriate codes shall be identified and submitted by the A/E (through the DPW Project Manager) at the Schematic Design Phase. All modification requests for DPW projects must be submitted to DPW Code Unit for review. The DPW Codes Unit will forward the completed request to OSBI and OSFM.

- .2 The A/E shall complete the appropriate Request for Modification Form and shall be identified as the applicant, except for the "Handicap

Exemption Request Form" where DPW will be the applicant, and shall provide the notarized signature.

- .3 The A/E shall submit the Request for Modification with all supporting documentation (two complete sets) to the DPW Project Manager.
- .4 The DPW Codes Unit will review the proposed modification package for completeness and transmit the request to the State Building Inspector (SBI) or State Fire Marshal (SFI) as appropriate.
- .5 The A/E shall be responsible for all efforts necessary to obtain a resolution to the request for modification.
- .6 **Caution.** If approval or disapproval of the request for modification is not received prior to the submittal of the Reproducible Bid Documents a delay in the "sign off" approval by the DPW code reviewer may occur that could adversely effect the project time schedule.
- .7 If the request for modification is disapproved the A/E will be responsible for all delays and changes necessary to produce the construction documents on time and in compliance with the requirements of the codes.

### .7 Code Authority Jurisdictions

A DPW project may fall under one of three code enforcement jurisdictions:

- 1) The Office of the State Building Inspector/Office of the State Fire Marshal (OSBI/OSFM) has authority for projects that exceed the threshold limit (see definition below) and for all projects designated as Connecticut State University System 2020 Projects (CSUS 2020\*)
- 2) The DPW code Unit (DPW CU) has authority over all non-threshold projects and non CSUS 2020 projects.
- 3) Joint DPW CU – OSBI/OSBM = Example: A project that involves a new threshold limit addition along with renovation of the existing building will have joint oversight. OSBI/OSFM will have jurisdiction over the threshold limit addition and DPW CU will have jurisdiction over the remainder of the project.

[\* CSUS 2020 projects are a project authorized by "Connecticut State University System Infrastructure Act".]

### .8 Effective Code date

The applicable codes for OSBI/OSFM and DPW Code Unit projects are as follows:

- OSBI/OSFM Projects - the applicable codes shall be the codes in effect on the date of the application for a building Permit to the State Building Inspector.
- DPW Code Unit Projects - the applicable codes shall be the codes in effect at the project bid date.

**.9 "Threshold Limit" Structures (definition)**

Pursuant to the requirements of Section 29-276b, C.G.S. the term "Threshold limit" is defined and shall apply to any new structures or additions that **exceed the limits** that follow:

Height: 4 stories, 60 feet high.

Clear Span: 150 feet in width.

Floor Area: 150,000 square feet total gross floor area.

Occupancy: 1,000 persons.

Use Group: **I-Institutional**

I-1 Residential Care 150 Beds or persons

I-2 Incapacitated Care 150 Beds or persons

I-3 Restrained, Jails and Asylums 150 Beds or persons

**R-Residential**

R-1 Residential - Hotel/Motel - Single structure with 200 rooms

R-2 Residential – Multifamily - Single structure with 100 dwelling units

**S-Storage**

Parking structures with 1,000 cars

S-1 Moderate Hazard 250,000 square feet

S-2 Low Hazard 250,000 square feet

**.10 Requirements for all projects:**

**.1 ICC Plan Review Forms**

The A/E shall complete all applicable ICC Plan Review Forms and submit them to the DPW-Project Manager. The DPW-Project Manager shall include these forms with the Building Permit application package to the State Building Inspector. These forms are available from:

International Code Council (ICC)

4051 W. Flossmoor Road

Country Club Hills, Illinois 60478-5795

Tel. (800) 214-4321 or at: <http://www.iccsafe.org>

**2. Statement of Special Inspections**

The A/E shall include with his contract documents submittal a Statement of Special Inspections prepared by the structural engineer of record. The DPW-Project Manager shall include the Statement of Special Inspections with the application for a building permit to the State Building Inspector.

**3. Building Information Form**

The Design Phases requires that the Building Information Form (DPW form # 311) be included on the drawings to be submitted for review and approval.

**4. ~~Certificate of Completion~~ = Form no longer used**

**5. Fire Alarm System Requirements**

A Fire Alarm System Inspection and Testing Certification and Description form shall be prepared for each system (see NFPA 72/currently enforced edition). Refer to the "Checklist for Permits, Certifications, and Approvals" (DPW form # 330).

### 6. Tests

All tests shall be conducted in accordance with the Manufacturers Testing Recommendations. Refer to Division 1 Section 01400 "Quality Control".

### 7. System Documentation (Fire Alarm)

Every Fire Alarm system shall include documentation, which shall be delivered to the Department of Public Works Representatives upon final acceptance of the system. An owner's manual or manufacturer's installation instructions will cover all system equipment, as detailed in Division 1 Section 01400 "Quality Control".

### 8. As-Built Drawings (Fire Alarm):

The Contractor will produce two sets of as-built drawings and specifications for the fire alarm system, indicating the location (and programmed address, if applicable) of all devices and appliances, the wiring sequences, wiring methods, connection of the components, and sequence of operation of the protective signaling system as installed, shall be given to DPW representatives. This shall be in Accordance with NFPA 72. Refer also to Section 01700 "Contract Closeout".

### 9. Connecticut State Demolition Code

The State Demolition Code is codified in Sec. 29-401 through Sec. 29-415 inclusive of the Connecticut General Statutes. Sec. 29-404 states that the local building official shall administer the State Demolition Code. Refer to "Demolition" Section 2.4.9 of this Manual.

## .11 Requirements for "Non-Threshold" Structures

All existing buildings and all new structures or additions to existing buildings that are below or meet the threshold limit shall be in compliance with the requirements as follows:

- The applicable codes for non-threshold limit structures shall be the codes in effect on the date of bid.

### .1 Certificate of Compliance (Non-Threshold Buildings)

Prior to bid, the design professional shall complete and submit PART-"1" Design Phase of the [Certificate of Compliance](#) (DPW form #715) to certify that the documents have been designed in accordance with the current codes. The Department of Public Works requires that the Certificate of Compliance be submitted with the Reproducible Bid Documents.

Prior to occupancy of the building, the design professional shall complete "PART 2 – Construction Completion" of the [Certificate of Compliance](#) (DPW form #715) and submit it to the DPWPM.

The DPW PM will be responsible for obtaining sign-offs from the General Contractor, DPW Code Unit, and DPW Commissioner on the [Certificate of Compliance](#). The DPW PM will forward a completed copies of the [Certificate of Compliance](#) to DPW Code Unit and the State Building Inspector.

Note: The [Certificate of Substantial Completion](#) (DPW form #781) and the [Certificate of Compliance](#), Part 1 and Part 2, shall be completed, approved and signed by DPW Deputy Commissioner of Design and

Construction prior to the user agency move-in and the occupancy for its intended use

**.2 Certificate of Substantial Completion**

This [Certificate of Substantial Completion](#) (DPW form #781) is issued when the project has reached a stage that all the construction work is completed and only a minor punch list has been developed. The project can be occupied for its intended use. At this point all the warranties and guaranties take effect.

This certificate is further defined in paragraph 1.18 of the "General Conditions of the Contract for Construction" Section 00700 of the contract documents.

**.3 Certificate of Acceptance (Non-Threshold Buildings)**

The [Certificate of Acceptance](#) (DPW form #782) is issued when the contractor has completed all the construction work. We have substantial completion and or beneficial occupancy. There could be a minor punch list that does not impact the tenant or using agency. There most likely is paper work remaining to complete preventing the issuing of the certificate of completion. The final payment has not been processed at this time.

This [Certificate of Acceptance](#) starts the official clock for claims against the State of Connecticut as outlined in the Connecticut General Statutes.

This certificate is further defined in paragraph 1.15 of the "General Conditions of the Contract for Construction" Section 00700 of the contract documents.

**.4 Certificate of Occupancy (Non-Threshold Buildings)**

A [Certificate of Occupancy](#) is not issued for those project not exceeding the statutory threshold limit. The [Certificate of Compliance](#) is completed in lieu of it for such projects.

**.12 Requirements for "Threshold Limit" Structures and Additions to Existing Buildings**

All new structures or additions to existing buildings that exceed the threshold limit shall comply with the following requirements in addition to the other code requirements for threshold limit buildings.

**.1 Building Permit (Threshold Buildings)**

The A/E shall prepare and the DPW-Project Manager shall submit the Building Permit Application form and three (3) copies of the plans and specifications through the DPW Codes Unit to the State Building Inspector for review and approval.

OSBI/OSFM will review the documents for compliance with the State Building Code and Fire Safety Code. Per statute, the State Building Inspector shall issue a building permit within thirty (30) days of the date of application for the permit, in part or in whole, or deny the application for a permit.

If there is no response at the end of the thirty (30) days review period the A/E shall contact the State Building Inspector to obtain the status of the

application for the building permit. The A/E shall be responsible for all efforts necessary to obtain a permit.

**.2 Third Party Structural Review (Threshold Buildings)**

The DPW Project Manager shall arrange for an independent engineering consultant to review the structural plans and specifications and include the review with the application form for a building permit.

**.3 Certificate of Compliance (Threshold Buildings)**

Prior to submission of the Building Permit Application the design professional shall complete PART "1" – Design Phase of the [Certificate of Compliance](#) (DPW form #715) to certify that the documents have been designed in accordance with the current codes. The Department of Public Works requires that the Certificate of Compliance be submitted to the DPW PM with the Reproducible Bid Documents.

Prior to issuance of a Certificate of Occupancy by the State Building Inspector the design professional shall complete and submit PART "2 – Construction Completion" of the [Certificate of Compliance](#) (DPW form #715) to the Department of Public Works. The DPW PM shall forward a completed copy of the Certificate of Compliance to the State Building Inspector and to the DPW Code Services Unit.

**.4 Certificate of Occupancy (Threshold Buildings)**

The General Statutes of Connecticut requires that no state building or structure erected that equals or exceeds the threshold limits shall be occupied or used in part or whole until the State Building Inspector has certified the building or structure is in substantial compliance with the provisions of the state building codes and regulations.

Upon submission of the Certificate of Compliance and satisfaction of any other requirements imposed on the project, the State Building Inspector will issue a Certificate of Occupancy for the building.